



18 September 1953

MEMORANDUM FOR: Chief, General Services
Attention: Records Service Division

THROUGH: Assistant Director, Intelligence Coordination

SUBJECT: OIC Records Management Program

REFERENCE: CIA  14 July 1951

1. This memorandum constitutes a voluntary report on the present status of subject program instituted in this Office pursuant to referenced regulation. It is intended to be of use both to your Office and to OIC in the mutual planning and development of subject program. (References are to subsections of referenced regulation.):

a. The Identification of Vital Materials and Their Movement to a Repository (A (1))

This Office, as IAC Secretariat, has identified IAC agenda, minutes, progress reports and documents and papers of the Foreign Language Publications Advisory Committee (NSCID-16) as "vital materials" and they are satisfactorily moving to the repository. This material may shortly be supplemented by a small amount of OIC materials.

b. Development of Disposal Lists for All File Series to Provide for Their Systematic Retirement (A (2))

It is intended to retire files on a chronological basis. No records can be retired immediately to the CIA Records Center. Effective 1 January 1954, OIC will file separately, but in its own area, non-current and semi-active material for the period 1946-1950 inclusive. Active material for this period will be filed with companion material, from 1951 to date, in office current files. On or about 1 January 1955, OIC will move to the agency Records Center non-current, semi-active and archival material for the period 1946-1947 and will retire into its own file of such material that for the year 1951. Thereafter, annually on or about 1 January, OIC will retire a year's files of such material to the Center. It is estimated that the Center storage space to be needed 1 January 1955 will be equal to one four-drawer safe.

SECRET

ILLEGIB

c. Inventories of All Files and Filing Equipment to Determine the Volume, Types, Filing Arrangement, Record Character, and Retention Periods for Documents (A (3))

Present filing equipment (5 four-drawer safes and 3 two-drawer safes) are adequate for the foreseeable future. Retention periods are detailed under paragraph b, above.

d. Standardization of Filing Systems . . . and Procedures for Maintenance of Files (A (4))

OIC files have been centralized under a subject-alphabetic system of classification. A copy of the complete list of current files is attached.

e. Training Courses for Area Records Officers (A(7))

The undersigned completed the course concluded 11 May 1953.

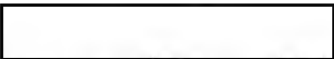
1. Nonrecord Material (B (2))

As a result of inventory of OIC files, all material for which OIC is not the proper office-of-record has been transmitted to the proper office-of-record. Extra copies of documents and stocks of publications have been curtailed with a resultant saving of 20% in filing equipment.

g. Designation of Area Records Officer (C (3))

By memorandum to Chief, General Services, 8 April 1953 the undersigned was designated OIC Area Records Officer.

2. This Office desires to maintain an efficient records management program and to that end welcomes the assistance of your personnel.


Area Records Officer, OIC

Attachment

25X1A